

13 OCT 1982

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MEMORANDUM FOR THE RECORD

Subject: Congressional Justification Books

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1. On 12 October 1982 at 1000 in the HPSCI Conference Room, Jim Bush, HPSCI Staff, met with [ ] OPBC, and discussed the format and content of the Congressional Justification Book. Also present were: Marty Faga, HPSCI; Duane Andrews, HPSCI; Annette Smiley, HPSCI; Herb Kline, SSCI; Jim VanWagenen, HAC; [ ] OPBC; [ ] OPBC; [ ] OCC/LCS; and [ ] OCC/LCS. STAT  
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2. The meeting began with Jim Bush explaining the philosophy behind the meeting, and what he hoped it would accomplish. His bottom line appeared to be "standardization" of the budget book. Herb Kline and Jim VanWagenen both agreed that the "best" CBJB for FY 83 was the CIA book. However, they also agreed that they did not care for the target/topics concept.

3. After a brief discussion period, the following specifics were touched on by the various staffers:

Duane Andrews:

- o The basic format is good
- o The budget books need better quality control
- o Major manpower changes should be highlighted
- o As the year progresses, the book should be updated

Herb Kline

- o The community probably needs more feedback to improve the quality of the book
- o More honesty is needed when preparing the book
- o Maintain the TIARA handbook

Jim Bush

- o Where program costs have skyrocketed, it should be highlighted in CBJB (ie CIA Communications)

Consensus

- o Identify problem areas early so that the staffs are informed in a timely and thorough fashion.

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